



***State of Washington
Department of Transportation
Notice to Consultants
On-Call Public Involvement and Communications Services***

Washington State Department of Transportation seeks qualified consultants interested in submitting a Statement of Qualifications to provide On-Call Public Involvement and Communications Services to Washington State Ferries (WSF). WSDOT may award up to three (3) agreements. These agreements will be in effect for y three (3) years with a dollar value of up to \$1.5 million per agreement. WSF may choose to renew one or more of the agreements for up to two additional years, plus an additional \$750,000.

Project Description

Successful consultants will be awarded On-Call Task Order agreements for work to be completed on an as-needed, On-Call basis. Projects will vary widely and will require expertise in, but not limited to, the following areas:

- Planning, coordination and implementation of activities and communications services (including production and distribution of materials) to support effective public involvement, communications and community outreach for various WSF projects;
- Development and production of a wide-range of communications products for a variety of media, including expertise in graphic design and desktop publishing; and
- Conducting market research, including the ability to gather, analyze, present and use quantitative and qualitative customer and community research.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for this On-Call project. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications of Proposed Project Manager(s);
2. Key Team Member Qualifications (Prime Consultant and Sub-consultant);
3. Firm's Project Management System (Prime Consultant Only);
4. Work Samples;
5. References/Past Performances (Prime Consultant Only); and
6. Cost Factors (Prime Consultant and Sub-Consultant.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. Criteria 3, 5 and 6 will be rated on a scale of 0 (low) to 20 (high). Criteria 1 and 2 will be rated on a scale of 0 (low) to 40 (high) Criterion 4 will be rated on a scale of 0 (low) to 30 (high).

Submittals

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must clearly identify your firm name and the title of the Request for Qualifications on the cover and consist of:

- Your responses to scoring Criteria 1 through 4.

Your Statement of Qualifications "Packet B" must clearly identify your firm name and title of the Request for Qualifications on the cover and consist of:

- Your letter of transmittal;
- Your response to scoring criteria 5 and 6; and
- Your Submittal Information Packet forms.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications on the cover of the submittal packets and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B" must arrive at the following address no later than 5:00 PM on, Thursday, April 15, 2004:

Mr. Michael B. Rice
Director, Consultant Services
Washington State Department of Transportation
Capital View II Building, 2nd Floor

724 Quince Street SE
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office at 360-705-7104.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Thursday, March 18, 2004 and Thursday, March 25, 2004.

Submittal Due Date: Thursday, April 15, 2004.